APPENDIX I

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THE LIBRARY OF CONGRESS
SEMI-ANNUAL PROGRESS REPORT FOR JULY 1-DECEMBER 31, 1973
ON THE EQUAL EMPLOYMENT OPPORTUNITY PLAN FOR
AFFIRMATIVE ACTION FOR FISCAL YEAR 1974

During this reporting period the Library of Congress made significant progress toward accomplishing the objectives of the Fiscal Year 1974 Affirmative Action Plan. These accomplishments are reported under the following headings: PROGRESS ON MAJOR PLAN OBJECTIVES, and PROGRESS IN CONTINUING EQUAL OPPORTUNITY PROGRAM ACTIVITIES.

PROGRESS ON MAJOR PLAN OBJECTIVES

This section describes the Affirmative Action objectives which received major emphasis during Fiscal Year 1974, and achievements toward those objectives between July 1 and December 31, 1973.

Objective 1: Establishment of an Affirmative Action Coordinating Committee

The Affirmative Action Coordinating Committee was established in September, and met several times between September 11 and December 4. A principal objective of the Committee was to get administrative action and coordination in all Departments of the Library. A representative from each Department in the Library serves on the committee, along with the Federal Women's Coordinator, a representative from the Librarian's Office, and the Assistant Director for Equality Programs, who serves as Chairman. The Committee was instrumental in obtaining increased funding for Tuition Support, and in coordinating the administration of the Training and Performance Agreement program throughout the Library.

On November 13 the Librarian added a representative from the Equal Opportunity Office, to give the Committee expert information on the nature of complaints of discrimination being filed by employees. As a result, the Committee's ability to recommend programs that would anticipate problems before they result in complaints was much enhanced.

Objective 2: Initiation of Affirmative Action Training and Performance Appraisal Agreements

At the outset, the Library committed itself to a minimum of 26 Training and Performance Agreements with employees during Fiscal Year 1974. On October 10 the Library announced that a total of 38 such agreements would be offered during the Fiscal Year.[1] The agreements were distributed throughout the Library as follows:

Librarian's Office	1
Congressional Research	9
Administrative Department	5
Copyright Office	5
Processing Department	12
Reference Department	5
Law Library	1

Subsequently each Department and the Librarian's Office published memoranda to employees which explained the program, announced specific positions to be included and qualification requirements for each position, and solicited employee cooperation and applications. By December 31, 17 of the 38 positions had been awarded through competitive selection processes which placed primary emphasis on an employee's performance record and motivation, and secondary emphasis on his educational credentials. Of the remaining 21 positions, 19 had been announced, and applications received. It was expected that selections would be made in early January, 1974. Two positions were in the process of being advertised.[2]

Objective 3: Evaluation of Library Employment Tests and Qualifications Requirements for Job Relatedness and Business Necessity

An outside research consultant was employed by the Library to inventory and evaluate employment tests administered in the Library and make necessary recommendations for improvement. A final report was completed and submitted on November 12.

The study showed that a number of tests used by line managers in the Library did not meet standards for objectivity and should not be used to predict employee performance, competence, or "behavior necessary for successful performance of a job." These tests had been designed and evaluated by line personnel who had selected the behavior characteristics to be measured, a practice which leads to subjectivity.

These tests have been discontinued; future testing

will be centralized in the Personnel Office to the maximum degree and added personnel resources are being assigned to further improvements based on the study's findings.

Objective 4: Counsel Each Participant in the Tuition Support Program and Establishment Individual Education-for-Careers Plans

During this reporting period 119 employees signed up for the Tuition Support Program. Each was counseled by an Employee Development Specialist of the Training Office. The Training Office is maintaining a written Career Plan for each participant, whose progress against that plan is being monitored through regular follow-up counseling.

CONTINUING EQUAL OPPORTUNITY PROGRAMS

In addition to the four objectives described above, the 1974 Affirmative Action Plan included all items in the 1973 Plan that had not been completed at the end of the year. A report of the progress made on those continued program items follows:

Orientation, Training and Educational Programs Designed to Provide a Maximum Opportunity for Employees to Advance so as to Perform at Their Highest Potential

HUMAN RELATIONS COURSE. The Library's human relations oriented course entitled, "Supervision and Group Performance," was conducted twice between July 1 and December 31, 1973. Forty-two supervisors participated in the courses.

EQUAL EMPLOYMENT OPPORTUNITY TRAINING FOR SUPERVISORS. The "Personnel Policies and Procedures for Supervisors" course, which includes two hours of training on equal opportunity policies and practices and the Library's Affirmative Action Plan, was conducted twice during this reporting period. Thirty-three supervisors participated in the courses.

SUPERVISOR'S CONFERENCE. On November 29, 1973, an all-day conference was held for supervisors of employees with Training Agreements under the Affirmative Action Plan. The conference was devoted to discussions of program elements and answers to questions raised by the supervisors.

TYPING AND SHORTHAND CLASSES. Since July, 1973 three typing classes have been conducted for 72 student participants. A Shorthand Refresher Course was initiated on November 26, 1973 with five participants in the first class.

TUITION SUPPORT PROGRAM. Thus far this period, the Library has expended $27,725 on tuition for 119 employees attending local colleges and universities. An additional $40,818 has been spent for regular training programs. Thus a total of $68,543 was expended for both types of training in this period.

PUBLIC SERVICE CAREERS PROGRAM. Thirty-three persons participated in the entry component of the Public Service Careers program. Twenty-three have passed either clerical or typing tests (or both) and been assigned to permanent positions in the Library. Two participants are still in training, and eight have dropped out of the program.

Initially, 83 employees enrolled in the upgrading component of the Public Service Careers program. Currently, 45 are still in training designed to help them pass the General Equivalency Diploma test. Approximately 10 of these are expected to take the test in February 1974. Thirty-eight enrollees have withdrawn from the course.

Counseling And Advisory Services With Respect to Career Advancement and Effective Employee Utilization

CAREER COUNSELING. Employee Development Specialists of the Training Office counseled 136 employees who sought advice on ways to advance their careers in the Library. As a result, approximately 80% of the employees counseled developed more formal and directed career development training programs.

The Training Office has also developed a vocational testing and counseling service to aid both professional and non-professional employees in developing career goals based on tested abilities, interests and aptitudes. Included among the occupational tests that will be offered to employees in 1974 are: (1) Test of Adult Basic Education, (2) Kuder DD–Occupational Interest Survey, and (3) the Occupational Interest Check.

Communication About the Equal Employment Opportunity Program

LIBRARY PRESS CONFERENCE. The Library held a press conference on October 10, 1973 for the purpose of communicating with the public, through the news media, on affirmative actions being taken by the Library under the EEO program. The conference received broad newspaper, radio, and television coverage.

AFFIRMATIVE ACTION NEWSLETTER. The

Personnel Office initiated a one-page publication, *Affirmative ACTION News.* Through this publication employees will be kept informed about all facets of the Library's Affirmative Action program. The first issue was published on October 10 and the second on November 28. Employee response has been highly favorable.

LIBRARY OF CONGRESS INFORMATION BULLETIN ARTICLES. Between July 1 and December 7 the *Library of Congress Information Bulletin* carried 15 feature articles on various aspects of the Equal Employment Opportunity program. Among the articles were the following: "LC's Affirmative Action Plan: A Survey of Progress" (July 27); complete results of the Affirmative Action Employee Opinion Survey (July 27) Appendix I; a picture story about newly appointed Equal Opportunity Counselors (June 29); the 1974 Affirmative Action Plan in its entirety (August 24); Congressional Research's "Program Crossover" (September 28); and stories and pictures of employees receiving Training and Performance Agreements (December 7).

MEETINGS WITH REPRESENTATIVES OF LIBRARY ORGANIZATIONS. During this reporting period, the Assistant Director of Personnel for Equality Programs met with representatives of Library organizations (Human Relations Committees, Black Employees of the Library of Congress, Library of Congress Professional Association, Local 2477, American Federation of State, County, and Municipal Employees) for the purpose of exchanging ideas and opinions on improving the Affirmative Action program.

In an effort to increase employee involvement in affirmative action planning, a new procedure has been devised by the Assistant Director, which provides even greater opportunities for Library employees, leaders and members of Library organizations, and other interested parties to participate in the development of the Affirmative Action Plan for Fiscal Year 1975. Under the new procedure, employees and organizations will be invited to submit written statements, comments, or proposals for consideration and possible inclusion in the plan. In addition, opportunities will be provided for oral presentations, or expansions of views, before the Affirmative Action Coordinating Committee in two-way exchanges of ideas and recommendations.

NEW ADMINISTRATIVE DEPARTMENT BROCHURE. The Administrative Department produced and published a brochure entitled *GATE: Getting Ahead Through Education.* This brochure covers many of the training and educational opportunities available to Library employees. Copies were distributed to all employees.

Solicitation of Views and Proposals From Interested Parties Concerning Action Elements in the Plan

In June the Assistant Director for Equality Programs sent questionnaires to all staff members of the Library requesting their suggestions and opinions on various aspects of the Affirmative Action program and suggestions for inclusion in the Affirmative Action Plan for Fiscal Year 1974. A total of 1,759 employees responded. The process of staff review and subsequent revisions of the Plan will continue.

Employee Services and Community Relations

IMPROVING BUS SERVICE. On November 13, a meeting was held in the Coolidge Auditorium on improving bus service to Capitol Hill. This meeting was sponsored by the Library and Local 2477, American Federation of State, County, and Municipal Employees. Two staff members of METRO, our local transit authority, were available to answer employee questions. Responses to questionnaires which were distributed to all employees (about three thousand responded) are now being tabulated for presentation to METRO, by a group composed of members of Local 2477, The Human Relations Council, and Black Employees of the Library of Congress. Public hearings will be held by METRO early in 1974.

STADIUM PARKING. With the permission of the Architect of the Capitol, and the appropriate Select Committees, Library employees have been included in an experimental parking and bus service project which provides bus transportation from RFK Stadium to Capitol Hill. One hundred forty-four parking permits have been made available for use of Library employees.

CAR POOL SURVEY. A car-pool survey has been completed by the Employee Relations Office. A list is maintained in that Office for reference.

Performance Recognition and Incentive Program

The Incentive Awards Committee continued to work on a revision of LCR 2017-3, "Incentive Awards Programs." A proposal to establish an award for outstanding performance in promoting equal opportunity is also being considered.

Organization, Personnel and Other Resources Needed to Carry out the Affirmation Action Program and Plan

NEW EQUALITY PROGRAMS SPECIALIST. A new position of Equality Programs Specialist was filled (effective December 3, 1973) to provide additional staff support to the assistant Director of Personnel for Equality Programs.

ADDITIONAL PART-TIME EO STAFF (COMPLAINTS). Two part-time officers, six part-time counselors, and one full-time assistant secretary were added to the Equal Opportunity staff in September, bringing the total staff complement to 17, (13 part-time and four full-time).

AFFIRMATIVE ACTION BUDGET. An additional $23,000 was added to the Affirmative Action budget for the Tuition Support program. The additional funding was necessary because initial funds were exhausted before the end of the first semester of the academic year (due to an unexpectedly heavy demand for the type of training offered under that program).

Qualifications and Training Relating to Equal Employment Opportunity for Officers Responsible for the Library's EEO Program

EO STAFF TRAINING. During this period, Equal Opportunity Office staff members received instruction in the following courses: (Numbers receiving instruction are shown in parentheses).

Appeals Examining	(1)
Personnel Management for EEO Specialist	(1)
Instructor Training	(3)
Equal Employment Counseling	(4)
Advanced EEO Counseling	(5)

CONFERENCE ON PUBLIC LAW 92-261, "EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972." The Director of Personnel and the Coordinator of the Equal Opportunity Office attended a conference on "Public Law 92-261: It's Direction, Impact, and Challenges" held at Charlottesville, Va. on October 17-18, 1973. The conference explored various approaches to resolution of EEO problems.

PUBLICATION OF QUALIFICATIONS FOR EQUALITY PROGRAMS SPECIALIST. On November 8, 1973 the Library published the following qualifications requirements for the position of Equality Programs Specialist:

Qualifications: Knowledge of the basic goals of civil rights and equal opportunity movements; knowledge of management evaluation techniques and procedures; a working knowledge of the Federal Personnel System. Ability to establish effective working relationships with LC staff members at all levels and appropriate employee organizations and obtain support and commitments; ability to write clear and concise proposals and reports. Six years of progressively responsible experience which includes two years of experience related to the duties above, one of which must be at the grade GS-11 level or equivalent.

Educational Requirements: Completion of four years of education in a college or university leading to a bachelor's degree in directly related fields such as psychology, sociology, personnel management education, public administration, or business administration may be substituted for three years of the general experience requirements. Any time-equivalent combination of experience and education may also be substituted for the general experience requirements. An academic year is equivalent to nine months of experience.

Preferred: The Library would like to have candidates who, in addition to the above, have the following knowledges, skills and abilities:

Knowledge of the practices and concepts of equal opportunity and how these are translated into action programs; knowledge of how affirmative action program effectiveness is measured and evaluated; knowledge of research and statistical analysis as these tools are used to analyze equal opportunity and affirmative action results data.

Program for Review, Counseling and Appeal of Complaints or Charges of Discrimination on an Informal or Formal Basis

COMPLAINTS OF DISCRIMINATION. From July to November, 35 complaints of discrimination were filed in the Equal Opportunity Office. Seventeen of those complaints were resolved at the counselor level; four were not related to discrimination, and were transferred to the Employee Relations Office for handling; and 14 complaints are currently being further investigated for resolution in the EO Office. The basis for most complaints filed was denial of promotion because of race. The breakdown of complaints was as follows:

Race	33
Sex	1
National Origin	1
	35

Promotion and Reassignment Programs

The Library of Congress Individual Advancement Program, (also called the "Job Qualifications File"),

an automated project designed for collecting, processing, and reporting job position requirements at the Library of Congress, advanced significantly during this reporting period. In November the qualifications for each job in the Library were entered into the computer file and a *User's Guide* to the file was completed by the Information Systems Office in December 1973.

Recruitment, Placement, Examining, Testing, and Selection Programs

The Placement and Classification Office reviewed its Resource Recruitment File to determine its effectiveness in reaching potential minority applicants. As a result of this review some recipients of Library recruitment materials were deleted from the File and a number of new sources of potential minority applicants were added.

The study of employment tests administered in the Library of Congress was completed. (See report on Objective 3).

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1 The Law Library made an additional selection under the Affirmative Action program making their total 2 instead of the reported one. Other Departments are considering adding positions to the program during the second half of Fiscal Year 1974. All of these additions will be accounted for in the next Semi-Annual Report which will cover the Affirmative Action program's accomplishments for the entire year.

2 As of January 8, 1974, the two positions had been announced and applications received. Interviews for 5 of the remaining 21 positions had been completed, and selections were expected to be made by January 11, 1974. Interviews in the 16 other cases were in process.

APPENDIX II

Vol. 33, No. 4 January 25, 1974

REPORTS OF THE 37th ANNUAL MEETING OF THE SOCIETY OF AMERICAN ARCHIVISTS Held in St. Louis, Mo., September 25-28, 1973

[Editor's Note: This report is limited to the sessions which Library of Congress staff members who attended the meeting were able to cover. Reports were contributed by Joseph C. Hickerson, Archive of Folk Song, Music Division; Anita L. Nolen, Manuscript Division; Paul H. Spehr, Prints and Photographs Division; Carolyn H. Sung, Manuscript Division; and Mary M. Wolfskill, Manuscript Division.]

The Society of American Archivists held its 37th annual meeting at the Chase-Park Plaza Hotel in St. Louis, Mo. from September 25 to 28, 1973. Over 500 archivists, manuscript librarians, and records managers participated in the professional sessions and attended archival workshops at the St. Louis City Hall, the Concordia Historical Institute, the University of Missouri, St. Louis University, the Missouri Historical Society, and the office of the Missouri Pacific Railroad.

President-elect F. Gerald Ham of the State Historical Society of Wisconsin succeeded retiring President Wilfred I. Smith, Dominion Archivist of Canada, at the convention. Philip P. Mason of Wayne State University and Chairman of the Nominating Committee introduced the officers who had been elected by the members through the Society's first mail ballot: Vice President James B. Rhoads, Archivist of the United States; Treasurer Howard L. Applegate, Balch Institute, Philadelphia; Council Members Ruth Helmuth, Case Western Reserve University, and Hugh A. Taylor, Public Archives of Canada; and Nominating Committee Members Edmund Berkeley, Jr., University of Virginia, Stanton F. Biddle, Howard University, and Carolyn H. Sung, Library of Congress. Retiring Executive Director Robert M. Warner of the Michigan Historical Collections announced that his administrative assistant, Judith A. Koucky, would serve as acting secretary until the Council engages the Society's first full-time, salaried executive director in mid-1974.

Members present at the business meeting on September 27 elected A. Carroll Hart of the Georgia Department of Archives and History and Ann M. Campbell of the National Archives and Records Service to fill Council seats which had recently become vacant through the resignation of Council Member Edward N. Johnson and the election of Council Member James B. Rhoads to the vice presidency. Also passed was a resolution committing the Society and its members to eliminate employment discrimination because of race, color, religion, national origin, sex, marital status, age, life style, or political affiliation throughout the archival profession. To achieve this goal the resolution calls upon individual and institutional members to secure equal opportunity for all applicants for all positions and all employees seeking promotion by establishing and monitoring programs which will correct past discriminatory practice, increasing at appropriate staff levels the number of qualified minority group members and women, and providing aid to individuals and institutional members seeking full compliance with the law. The members approved a new schedule of dues under which individual members will be assessed according to annual salary in order to enable the Society to meet the rising cost of administration as well as to employ an executive director.

The Society named four of its members Fellows for their outstanding contributions to the archival profession: Howard L. Applegate, director of the Balch Institute; V. Nelle Bellamy, archivist of the Church Historical Society (Episcopal); Richard W. Hale, Jr., archivist of the Commonwealth of Massachusetts; and Clark W. Nelson, archivist of the Mayo Foundation.

The Waldo Gifford Leland Prize for the best book of the year on an archival subject was shared by Ernst Posner, author of *Archives in the Ancient World*, and Patricia Kennedy Grimsted, author of *Archives and Manuscript Repositories in the USSR: Moscow and Leningrad*. Patricia P. Clark received the Philip M. Hamer Award for her editorial work on *The Papers of Andrew Johnson*, a documentary project of the National Historical Publications Commission. The Gondos Memorial Award went to Trudy Huskamp Peterson, University of Iowa, for her essay, "The Iowa Historical Records Survey, 1936-1942."

A new feature on the program this year was the "Free Form Sessions," informal, unstructured sessions held in the exhibit area of the hotel to encourage a free exchange of ideas and a discussion of mutual problems. Designed as introductory-level sessions, they included a wide range of topics from bibli-

ography to low-cost preservation and restoration. At the Tuesday afternoon session entitled "Basic Reference Shelf," Anita L. Nolen, Library of Congress Manuscript Division, and Frank M. Suran, Pennsylvania State Archives, distributed short bibliographies they had compiled of basic reference works that would be useful for archivists working with manuscript collections and state and local archives, respectively. In addition, they answered questions about the bibliographies and talked with interested persons about the various aspects of manuscript and archival work.

At a Wednesday afternoon session, James V. Mink of the University of California, Los Angeles, and Mrs. Sung discussed the preparation of union catalogs as guides to manuscripts. They displayed examples of guides using this format, including the *National Union Catalog of Manuscript Collections,* and answered questions concerning their preparation and advantages as reference tools.

The Wednesday morning session titled "The Finding Aid in Perspective," chaired by Frank G. Burke of NARS considered the finding aid from the vantage point of a scholar/researcher, a theoretician, and a user of automated techniques in controlling archives. Donald R. McCoy of the University of Kansas, Robert L. Brubaker of the Chicago Historical Society, and Charles E. Lee of the South Carolina Department of Archives and History were the key speakers. The problems with existing guides such as *A Guide to Archives and Manuscripts in the United States* by Philip M. Hamer, the *National Union Catalog of Manuscript Collections,* and others, were pointed out and some basis for minimum bibliographic data needed by scholars enumerated. It was felt that a computer based national index with standard bibliographic control would alleviate many of the problems and ensure the most up-to-date information on the availability of recent acquisitions. Mr. Lee gave a detailed explanation of the computerized indexing of some of the colonial records of South Carolina, emphasizing the type of information recorded and the various options for retrieval.

"Manuscript Collections and Literary Rights: Problems and Solutions in Common Law and Copyright" was the subject of another session held on Wednesday morning. Chairman Richard A. Jacobs, NARS, introduced the speakers, Waldo Moore, Chief of the Copyright Reference Division, Library of Congress, Karyl Winn of the University of Washington, and George A. Talbot of the State Historical Society of Wisconsin. They spoke on the current status of copyright and common-law literary rights in unpublished materials, and presented reports on pending and necessary legislation in the field. The session included discussion of the problems in administering archival and manuscript collections within the context of the current situation, procedures now used in some institutions, and the pros and cons of the copyright revision legislation that has been before Congress in recent years. Although passage of this legislation would solve some of the current problems, it would create situations which might prove to be more difficult to handle than those found under the present common-law status of literary rights.

On Wednesday morning Joseph C. Hickerson, Reference Librarian in the Library's Archive of Folk Song, presented a paper entitled "Folklore, Folksong, and Archives." The first portion consisted of a history of folklore archives and a survey of their contents and techniques of acquisition, storage and preservation, servicing, and cataloging. This was followed by a history of folklore collecting exemplified by recorded examples from the Archive of Folk Song, ranging from 1890 cylinder recordings of American Indian music to 1970's in-depth tape recordings of folk communities and processes.

On Wednesday morning Leonard Rapport of NARS chaired a session entitled "The Archivist as Detective." Jacqueline Olin of the Smithsonian Institution discussed some of the modern techniques of document examination used in the Vinland Map controversy. Laetitia Yeandle of the Folger Shakespeare Library discussed the use of watermarks and techniques of paper evaluation in identifying and authenticating documents. William H. Storer of the American Academy of Forensic Sciences discussed the techniques of modern science such as ultra-violet and infra-red light in identifying documents. He also demonstrated methods of document examination using the naked eye and magnifying glass.

On Wednesday afternoon, after overcoming some difficulties arising from a missing tape recorder, Chairwoman Anne G. Schlosser of the American Film Institute's William K. Feldman Library, began the session on "Problems in Information Retrieval from Audiovisual Records." The four panelists, David Culbert of Louisiana State University, John Von Kannon of the Alternative Educational Foundation, Inc., Basil O. Phillips of *Ebony* Magazine, and Paul Spehr of the Motion Picture Section of the Library of Congress, represented the fields of radio, television, still photographs, and motion pictures. Geraldine N. Phillips of the SAA Program Committee read the paper of Mr.

Culbert, who was unable to attend.

Some conflict between the viewpoints of users and archivists was expected, but it never materialized. Mr. Von Kannon, the only user present, had conducted a research project on the 1972 presidential election. All of the material he needed was obtained with no trouble at the Vanderbilt Television News Archive in Nashville, Tenn. His presentation as well as David Culbert's concentrated more on the results of research than it did on the problems involved in research. Mr. Phillips and Mr. Spehr addressed the problems archivists face that arise from the nature of non-print materials. Mr. Phillips discussed the organizational problems of a commercial photo archive which is used primarily by the magazine's production staff and is available to the public on a limited basis. Mr. Spehr described the Library's motion picture collection, stressing the changes that have taken place as the collection grew from a small holding of copyrighted films into a major study collection of national importance.

A session held on Wednesday afternoon entitled "Problems of Confidentiality: Personal Case Records Created by Public and Private Institutions" was chaired by Andrea D. Lentz of the Ohio Historical Society. Both speakers discussed the problems of access to personal case records by government officials, scholarly researchers, and persons wishing to inspect their own files. Cleo A. Hughes of the Tennessee State Library and Archives focused mainly on case records of government or state institutions, where statutes often govern the accessibility of records, while Virginia R. Stewart of the University of Illinois, Chicago Circle Archives, discussed the problems of administering records of a private institution, where the legal status of the case records is often less clearly defined, although many state laws authorize an individual's access to his own records. Both the speakers and the commentators agreed that the information in case records should be made as freely available as possible while still preserving the confidentiality of the records. Various means of insuring confidentiality were proposed, including anonymous use of files and getting appropriate consent to release files. All agreed that the work of administering case records was archivally challenging and hoped that archivists would be consulted in the creation of any future legislation regulating accessibility of case records.

The previously scheduled Thursday morning workshop at the National Personnel Records Center was cancelled due to the disastrous fire there during the summer. Instead, there was a shorter tour, which was preceded by a discussion on the "Construction, Protection & Rehabilitation of Fire and Water-damaged Records" conducted by Evans Walker of the Office of Federal Records Centers, Washington, D.C. Speakers included Walter W. Stender, Assistant Archivist for Federal Records Centers, NARS, and Peter Waters, Restoration Officer, LC. After slides of the damage and rehabilitation efforts were shown, the group boarded buses for the tour of the Center, where they saw the rehabilitation efforts in actual operation. These included the identification of fire-damaged records, their rehabilitation, and the reconstruction of a filing system. In many cases it was necessary to employ a new arrangement of the records and to develop a computerized index to the new system.

On Friday morning Luther H. Evans of the United World Federalists, formerly Librarian of Congress, chaired a session "The Historical Records Survey Revisited." Leonard Rapport of NARS presented a paper on the administrative history of the Historical Records Survey and related his adventures in attempting to locate records described by the HRS and the unpublished descriptions prepared by various state projects. He described one search which took him to the rock wool insulated upper attic of the Forbes Library in Northampton, Mass., where he discovered 132 bundles of unpublished surveys and another search which took him to every nook and cranny of a large research library where he found nothing. According to Mr. Rapport, one of the more unusual cases of records disposal occurred when the descriptions prepared by the Maine HRS were dumped into Casco Bay in the early 1940's. Mr. Rapport's account of the administrative history, gleaned largely from the records in the National Archives, was enriched and modified by the lively revelations or oral history supplied by Mr. Evans, who was the founding father and first Director of HRS. Edward C. Papenfuse, Assistant Archivist of Maryland, presented a case study of the HRS in Maryland. He lauded the descriptions prepared by the HRS in Maryland and the subsequent successful effort to bring many of the records described under the care of professional archivists. More oral history was supplied on the Maryland HRS by Morris L. Radoff and Gust Skordas, both of whom were employed by the Maryland HRS and later directed the Maryland Hall of Records. Commentators on the papers were Trudy Huskamp Peterson and Charles Lee. Dr. Peterson stated that the favorable results in Maryland were not repeated in Iowa and the surveys were almost useless because the survey was not

followed up by preservation. Although the published surveys remain, many of the records have been destroyed. She recommended that a system of preservation be a major feature of any future program of records surveys. Dr. Lee lauded the accomplishments of the HRS and recommended support for the Historic Rcords Act which is patterned largely on the HRS.

APPENDIX III

CATALOGING IN PUBLICATION PROGRAM AND UNIVERSITY PRESSES

A review of CIP records indicates that 48 American university presses or 64 percent of the total number in this group are now participating in the Cataloging in Publication Program. This is in addition to the 473 publishers in other categories. Many university presses have been in the Program since it began in July 1971. Others have joined within the last three months and their new titles will be carrying the CIP data. It takes about three to nine months after a publisher joins the Program before his titles appear on the market with the CIP data.

The number of university presses is based on the membership of the American Association of University Presses (American firms only) and other nonmember university presses which have indicated an interest in the Program or which librarians have called to the attention of the CIP staff, a total of 75 as listed below. As others are identified, they will be contacted and have their publications added to the Program. The publishers are sent packets of CIP literature which describe the Program in detail. A publisher who has decided to join CIP contacts the CIP Office to obtain answers to any questions on procedures, and begins submitting galley material for cataloging. In many instances, an influential item for the publisher in making his final decision is the input he has received from the library community. Letters encouraging their participation and explaining what it means in savings for libraries have great impact on the publishers' decision on joining or not joining the CIP Program.

While not all university presses are active participants, the CIP Office would appreciate technical processing librarians' reaction to and use of the CIP data within their organizations. Information on how CIP is aiding the processing of university press and other books and on any savings realized should be directed to William A. Gosling, CIP Program Manager, Library of Congress, Descriptive Cataloging Division, Washington, D.C. 20540.

The following university presses are participating in the CIP Program:

Brigham Young University Press
Brown University Press
Bucknell University Press
Catholic University of America Press
Columbia University Press
Cornell University Press (Currently inactive)
Duquesne University Press
Fairleigh Dickinson University Press
Howard University Press
Indiana University Press
Iowa State University Press
Johns Hopkins University Press
Loyola University Press
MIT Press
Memphis State University Press
New York University Press
Northern Illinois University Press
Ohio State University Press
Ohio University Press
Pennsylvania State University Press
The Press of Case Western Reserve University
Princeton University Press
Rutgers University Press
St. John's University Press
Southern Illinois University Press
State University of New York Press
Syracuse University Press
Teachers College Press
University of Alabama Press
University of Florida Press
University of Illinois Press
University of Iowa Press
University of Miami Press

University of Nevada Press
University of North Carolina Press
University of Notre Dame Press
University of Oklahoma Press
University of Pittsburgh Press
University of South Carolina Press
University of Tennessee Press
University of Texas Press
University of Washington Press
University of Wisconsin Press
University Press of Kansas
Vanderbilt University Press
University Press of Virginia
Wesleyan University Press
Wayne State University Press

The following 27 presses which have been sent kits are being contacted to request their assistance to encourage the presses' participation in the Program:

Cambridge University Press
Duke University Press
Fordham University Press
Harvard University Press
Kent State University Press
Louisiana State University Press
Michigan State University Press
Northwestern University Press
Oxford University Press
Southern Methodist University Press
Stanford University Press
United States Naval Institute
University of Arizona Press
University of California Press
University of Chicago Press
University of Georgia Press
University of Massachusetts Press
University of Michigan Press
University of Minnesota Press
University of Missouri Press
University of Nebraska Press
University of New Mexico Press
University of Pennsylvania Press
University Press of Hawaii
University Press of Kentucky
University Press of New England
Yale University Press